



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF JANUARY 9, 1996

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *hjm*
RICHARD YETTER
QUETA G. FIERRO

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 2:06 P.M. by Mario J. Martinez, Chairman, Civil Service Commission.

MOTION #1
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regular meeting of December 5, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the minutes of regular meeting of December 5, 1995 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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**MOTION #2
ITEM #2 APPROVED.**

Discuss and take appropriate action on Personnel Departmental Report for the month of November 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Mario J. Martinez to approve the Departmental Report for the month of November 1995 as submitted by Mary Jo Lee, Personnel Director)

MOTION CARRIED.

**MOTION #7
ITEM #3**

Discuss and take action as appropriate on input received from county officials concerning revisions to the Civil Service Rules & Regulations. (S.E. Seely, County Auditor, - Larry A. Brown, County Extension Director, - Tom Caradonio, Civic Center Director, - Gene Weigel, Risk Manager, - Hector Enriquez, Jr., County Clerk)

ACTION: NO ACTION WAS TAKEN ON THIS ITEM.

**MOTION #8
ITEM #4 APPROVED.**

Approve the El Paso County Civil Service Rules and Regulations submitted by the Civil Service Commission and take whatever appropriate action as needed prior to submission to Commissioners' Court for final approval. (Mario J. Martinez, Chairman, Civil Service Commission)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to approve the final draft of the El Paso County Civil Service Rules & Regulations, including modification, and submit the document to the El Paso Commissioners' Court for review and approval.

MOTION CARRIED.

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MOTION #4
ITEM #5 **TABLED.**

Discuss and take appropriate action on the request by Ralph Casillas to have eleven (11) Data Processing employees appear before the Commission to offer testimony relevant to his grievance. (Ralph Casillas, Programmer I, Data Processing, Jake Nicholson, Executive Director, Data Processing, Humberto Ornelas, President, E.P.C.E.A)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table the request made by Mr. Ralph Casillas's representative, Humberto Ornelas, to have eleven (11) Data Processing employees appear before the Commission to offer testimony relevant to his grievance.

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6 SECTION 2 (E) AND (G).

MOTION #3
ITEM #6 **TABLED.**

ROBERT LOPEZ, GENERAL OFFICE CLERK, EPCADS (GEORGE SALAZAR, EXECUTIVE DIRECTOR, EPCADS, - TRINI MUNOZ, REPRESENTATIVE)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table Robert Lopez's grievance as requested by his representative Trini Munoz, until the February 6, 1996 Civil Service Commission meeting scheduled at 2:00 p.m.

MOTION CARRIED.

MOTION #4
ITEM #7 **TABLED.**

BEATRICE MARRUFFO, COUNSELOR INTERN, EPCADS, (GEORGE SALAZAR, EXECUTIVE DIRECTOR, EPCADS, - TRINI MUNOZ, REPRESENTATIVE)

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ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table Beatrice Marruffo's grievance as requested by her representative Trini Munoz, until the February 6, 1996 Civil Service Commission meeting scheduled at 2:00 p.m.

MOTION CARRIED.

MOTION #5
ITEM #8

ALICIA CISNEROS, EVIDENCE CONTROL OFFICER, DISTRICT CLERK (EDIE RUBALCABA, DISTRICT CLERK, - BILL ELLIS, ATTORNEY AT LAW)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table the grievance requested by Alicia Cisneros, Evidence Control Officer, until February 6, 1996 at 2:00 p.m., due to the fact that her representative, Mr. Bill Ellis, was unable to attend the meeting.

MOTION CARRIED.

MOTION #9
ITEM #9

WILLIAM H. SPARKS, CONVENTION SERVICING REPRESENTATIVE, CONVENTION & VISITORS BUREAU. (TOM CARADONIO, EXECUTIVE DIRECTOR, CIVIC CENTER - CHARLES MEEKS, CONVENTION SERVICE/FILM MANAGER, CIVIC CENTER - RICHARD RATLIFF, CLEAT REPRESENTATIVE)

ACTION: It was moved by Mario J. Martinez, and seconded by Richard Yetter to deny the grievance submitted by William H. Sparks, Convention Servicing Representative, because the time limit for filing a grievance with the Civil Service Commission was not followed as per Rule 8.03.

MOTION CARRIED.

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MEETING ADJOURNED

By motion of Mario J. Martinez, seconded by Richard Yetter, the meeting was adjourned at 5:00 p.m.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY